

Dove Hill Allotments Plot Allocation Procedure

1. Interpretation

"The Council" - Boxley Parish Council (BPC).

"Boxley Parish" - the area within the officially recognised boundary of the civil district of that name in Maidstone Borough.

"Applicant" - person applying for tenancy of an allotment garden.

"The Clerk" - the Clerk to BPC.

"Plot/plot" - the allotment site is divided into standard plots, each of 250 square metres (roughly the size of a tennis court). As is now common practice, BPC has divided these standard plots into more manageable ¼ plots, each of 62.5 m². Unless otherwise specified, in this document the word "Plot" (with a capital P) means a standard 250sq metre plot and "plot" (with a small p) refers to these quarter-plots.

"Allotment garden" - the land available for cultivation by a tenant, which may consist of a number of quarter-plots.

"Disabled plot" - one of four plots designated as being especially suitable for use by the registered disabled.

Note: words referring to one gender to be read as referring to any other gender and words referring to the singular to be read as referring to the plural and vice versa.

2. Criteria for Eligibility to Apply for plots

- 2.1 Applicants for tenancy of an allotment garden must be resident¹ in Boxley Parish.
- 2.2 Applications from residents living outside Boxley Parish but within one mile of the parish boundary will be considered if, after the initial round of allocations, there remain vacant plots.²
- 2.3 Applications for tenancy may not exceed one Plot per household.
- 2.4 An existing tenant may apply for additional plots as long as the total area of the allotment garden does not exceed 250 sq. metres.

3. Allotment Waiting List

- 3.1 Allocation of plots will be on a first-come first-served basis³. If no plot is available, the Clerk will maintain an Allotment Waiting List.

¹ If not on the Register of Electors for Boxley Parish, proof of address will be required. The Council reserves the right to request additional proof of residency in all cases.

² Otherwise, applications will only be accepted when there is no longer a waiting list of Boxley Parish residents.

³ No priority is given to disabled persons. Applicants for a Disabled plot will join the waiting list as per other applicants. If no Disabled plot is available when a disabled person reaches the top of the waiting list, arrangements will be made for a Disabled plot under cultivation by an abled-bodied tenant to be vacated. If all Disabled plots are occupied by disabled persons, a choice of two ordinary plots will be offered and if refused, the application will be deferred until a disabled plot becomes available. The Council will always attempt to accommodate the needs of disabled persons but this may not sometimes be possible. Proof of disability will be required.

- 3.2 Each new applicant, or an existing tenant applying for additional plot(s), must complete and submit to the Clerk a signed Allotment Application form.
- 3.2 The Clerk will consider the completed form and record each valid application on the Allotment Waiting List in order of date of receipt.

4. Allocation of Plots⁴

- 4.1 When a plot becomes available the Clerk will verify that the applicant at the top of the Allotment Waiting List is still eligible for a tenancy. If so, that applicant will be offered⁵ the plot at the earliest opportunity and will have twenty one days from the date of the offer to either accept or reject the plot. Failure to reply to the offer within 21 days will be considered as a request to be removed from the Allotment Waiting List.
- 4.2 If the applicant does not wish or is not in a position to accept the plot first offered then their place is reserved at the top of the waiting list for the next vacant plot. If the second offer is also rejected, their name will be moved to the bottom of the Allotment Waiting List. Failure to reply to the offer within 21 days will be considered as a request to be removed from the Allotment Waiting List.
- 4.3 If a plot is rejected it will then be offered to the next applicant on the Allotment Waiting List.

5. The Tenancy Agreement and Conditions of Tenancy and Rules for Allotment Gardens.

- 5.1 On accepting a plot, the successful applicant must sign two copies of both the Council's Tenancy Agreement and the current Conditions of Tenancy and Rules for Allotment Gardens for each plot. These will then be signed and dated on behalf of the Council by the Clerk. One set will be retained by the Clerk and the duplicate set given to the Tenant.
- 5.2 The Clerk will record the details of each tenancy in the Allotment Register.
- 5.3. The Clerk will raise an invoice for the rent calculated from the date of the Tenancy Agreement to 1 October or 31 March next following.

6. Other.

- 6.1 The Council aims to provide a fair and reasonable service in the allocation of allotment plots. Any applicant who is unhappy with this service should follow the Council's agreed complaints procedure.
- 6.2 The provisions of the Data Protection Act 1998 apply to this procedure.
- 6.3 The Council reserves the right to amend this procedure at any time.

⁴ Similar but separate arrangements will apply for plot allocation on the inception of the site.

⁵ An offer will be made in a written form by e-mail and/or letter. If a letter is posted then delivery within four days will be assumed, e-mails will be sent with a request for confirmation of receipt.